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PERSONNEL COMMITTEE



Michael Mendelson
Richard Shadoian
David Serrano-Sewell

*City and County of
San Francisco*

NOTICE OF SPECIAL MEETING

DATE:

5/5

Friday, February 22, 2002

12:30 p.m.

City Hall, Room 416

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

02-19-02A11:13 R0

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appearing or not appearing on the agenda that are within the jurisdiction of the Commission.

public comment on each item on the agenda before or during which time members of the public may address the Commission on items within the jurisdiction of the Elections Commission and that do not

re Personnel Committee on Procedures for hiring
Commission Secretary

• Director of Elections (Discussion and Possible Action)

4. Closed session pursuant to Ralph Brown Act, Section 54957 and Sunshine Ordinance section 67.8, discussion and possible action, review of applications for the position of Commission Secretary. Possible action on hiring of a Commission Secretary. (Discussion and Possible Action)

5. Discussion and Possible Action re: Disclosure of closed session pursuant to Ralph Brown Act section 54957.1 and Sunshine Ordinance section 67.12. (Discussion and Possible Action)

General Public Comment

ADJOURNMENT

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**ELECTIONS
COMMISSION
PERSONNEL COMMITTEE**



Michael Mendelson
Richard Shadoian
David Serrano-Sewell

*City and County of
San Francisco*

NOTICE OF SPECIAL MEETING

DATE: Friday, February 22, 2002
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02-19-02A10:13 PCV

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Order of Business:

1. Call to Order and Roll Call
2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

Note: The Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

3. Report from the Chair of the Personnel Committee on Procedures for hiring
 - Commission Secretary
 - Director of Elections (Discussion and Possible Action)
4. Closed session pursuant to Ralph Brown Act, Section 54957 and Sunshine Ordinance section 67.8, discussion and possible action, review of applications for the position of Commission Secretary. Possible action on hiring of a Commission Secretary. (Discussion and Possible Action)
5. Discussion and Possible Action re: Disclosure of closed session pursuant to Ralph Brown Act section 54957.1 and Sunshine Ordinance section 67.12. (Discussion and Possible Action)
6. General Public Comment
7. ADJOURNMENT



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The Elections Commission

February 22, 2002



Department of Elections
Elections Commission

CITY AND COUNTY OF SAN FRANCISCO
=ELECTIONS COMMISSION

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San Francisco Elections Commission, Personnel Committee

City Hall, One Dr. Carlton B. Goodlett Place, Room 416

7:00 p.m., February 22, 2002

1. Call to Order and Roll Call

Commissioner Michael Mendelson called the meeting to order at 4:25 p.m.

COMMISSION MEMBERS PRESENT:

Michael Mendelson, Commissioner; Richard Shadoian, Commissioner; David Serrano-Sewell, Commissioner

STAFF PRESENT: Tammy Haygood, Director of Elections; Jeremy Eckstein, Assistant to the Director

CITY ATTORNEY'S STAFF PRESENT: Julie Moll, Deputy City Attorney

MATERIALS DISTRIBUTED:

- Notice of Special Meeting and Agenda

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No public comments.

3. Report from the Chair of the Personnel Committee on Procedures for hiring**a. Commission Secretary****b. Director of Elections (Discussion and Possible Action)****a. Commission Secretary**

Commissioner Michael Mendelson stated that the services of Ms. Joan Lubernerski would have to go through the process of appointment of Commission Secretary, an exempt position.

He commented that the Commission Secretary would be paid \$1,500-\$3,000, outlined the hiring process, read the job description, and the application process would remain open. He stated that he would interview those who submitted resumes. He also added that he wanted to acquire the maximum amount of salary for the Elections Commission secretary.

He outlined the hiring process:

- Deadline is March 1, 2002 for requisition approval of the Commission Secretary vacancy
- Board of Supervisors, Department of Human Resources, and the Mayor would have to approve the requisition

b. Director of Elections

He reported on the Department of Elections Director's Job Description:

- Civil Service position
- Recommended that the current Department of Elections Director apply for the job
- Executive Search should be done because of City Charter requirement
- Maximum salary amount paid

He outlined the hiring process:

- Requested the Department of Human Resources post the list of eligible candidates
- Requisition review from the Department of Human Resources and the Office of the Mayor
- Recruitment and advertising window for ten days only
- Stringent interview program subject to panel and candidate availability.

He stated that the search process should be started based on the above points. He reported that Ms. Joan Lubernerski made a recommendation that the Citizen's Advisory Committee on Elections conduct the Director of Elections interviews.

Commissioner David Serrano-Sewell arrived at 12:40 pm.

Motion 022202-1:

To accept Commissioner Mendelson's process as laid out to determine the Director's hiring.

(Shadoian/Sewell) Moved, Seconded, and Unanimously Approved.

Public Comments:

Peter Fries agreed to have the public involved in the selection process for Elections Commission Secretary as well as the Director's position. He stated that the ad hoc committee should make the decision on the hiring of the Elections Commission Secretary.

4. Closed session pursuant to Ralph Brown Act, Section 54957 and Sunshine Ordinance section 67.8, discussion and possible action, review of applications for the position of Commission Secretary. Possible action on hiring of a Commission Secretary. (Discussion and Possible Action)

The Public Record session closed at 5:00 p.m.

The Public Record session reopened at 6:22 p.m.

5. Discussion and Possible Action re: Disclosure of closed session pursuant to Ralph Brown Act section 54957.1 and Sunshine Ordinance section 67.12. (Discussion and Possible Action)

Commissioner Michael Mendelson reported that two people were interviewed so far for the Commission Secretary vacancy. He added that there would be more interviews to come.

Public Comments:

Christopher Bowman asked the Commission when the process of hiring for the Commission Secretary would be over.

Commissioner Michael Mendelson responded to Mr. Christopher Bowman's inquiry with, "Hope to be 30-60 days."

Peter Fries stated that he understood the process. He suggested to the ad hoc committee get an advice from the Department of Human Resources. He added that it is not good to get the wrong advice and that the ad hoc committee would have to give a certain closing date. He also stated that the ad hoc committee has to post the Commission Secretary job announcement at 44 Gough

Street with a closing date. He advised the ad hoc committee to post the job announcement according to regular procedure, with an opening and closing dates. He further added that the Elections Commission Secretary job announcement should have a real job description because it is a Civil Service position but was exempted from Civil Service Examination.

6. General Public Comment

Public Comments:

No Public Comments.

7. ADJOURNMENT

Meeting adjourned at 2:00 p.m.

(David Serrano-Sewell/Shadoian) Moved, Seconded, and Unanimously Approved.

Minutes Prepared By: Ana Marie Paraiso

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**ELECTIONS
COMMISSION
PERSONNEL COMMITTEE**



Michael Mendelson
Richard Shadoian
David Serrano-Sewell

*City and County of
San Francisco*

7.8

3/02

NOTICE OF SPECIAL MEETING

DATE: Friday, March 8, 2002
TIME: 12:00 p.m.
LOCATION: City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Order of Business:

1. Call to Order and Roll Call
2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

Note: The Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

3. Report and Update on the search for a Commission Executive Secretary. (Discussion and Possible Action).
4. General Public Comment
5. ADJOURNMENT

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San Francisco CA 94102-4689;
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MEETING NOTES
ON FILE:

, March 8.

Personnel Committee

(All present. (12:05)

2, None

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3: Doug Libesnki →
will Restart Process

Resubmit Application to
HR → Re-initiate the
process. ⇒ posted for 10 days.
start Monday.

→ prepared the position available

4. Public Comment

Refe TRives: comments that
Joan L. has got contacted him
to date - concern ⇒ in regular
practice ⇒ to put "up" posting / fan
to remove it ⇒ need "very specific"
signature ⇒

Motion \Rightarrow ADJOURN
Shadowian / Senate

5:20 pm

7.8
1/02

ELECTIONS COMMISSION PERSONNEL COMMITTEE



Michael Mendelson
Richard Shadoian
David Serrano-Sewell

*City and County of
San Francisco*

NOTICE OF SPECIAL MEETING

DATE: Tuesday, April 9, 2002
TIME: 9:15 a.m.
LOCATION: City Hall, Room 362
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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APR - 5 2002

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Order of Business:

1. Call to Order and Roll Call
2. Closed session pursuant to Ralph Brown Act, Section 54957 and Sunshine Ordinance section 67.8, Interviews for the position of Elections Commission Secretary. (Discussion and Possible Action)
3. Discussion and Possible Action re: Disclosure of closed session pursuant to Ralph Brown Act section 54957.1 and Sunshine Ordinance section 67.12. (Discussion and Possible Action)

Motion: The Elections Commission Personnel Committee finds that it is (is not) in the best interest of the public to disclose its closed session deliberations re: interviews for the position of Elections Commission Secretary.

4. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Personnel Committee of the Elections Commission.

Note: The Personnel Committee will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Personnel Committee on items that are within the subject matter jurisdiction of the Personnel Committee and that do not appear on the agenda.

5. ADJOURNMENT

Please note that Commission President Tom Schulz is an ex-officio, non-voting member of the Personnel Committee. If he attends the Personnel Committee meeting, there will be a quorum of the Elections Commission. Nonetheless, the discussion will be limited to the Personnel Committee matters listed on this agenda.

POSTED – April 5, 2002

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Personnel Comm. Mtg - 4/9
#3 9:15 a.m - CLOSED
SESSION
Interviews for position
Secretary EC. Rm. 362

Public Comments

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**ELECTIONS
COMMISSION
PERSONNEL COMMITTEE**



**RICHARD SHADOIAN
DAVID SERRANO-SEWELL
THOMAS SCHULZ**

City and County of San Francisco

7-8

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29/02

AGENDA

April 29, 2002
2:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place

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APR 26 2002

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Order of Business:

1. Call to Order and Roll Call
2. Selection of Chair (Discussion and Possible Action)
3. Report and Update on the search for a Director of the Elections Department.
 - a. Report for Human Resource Department (Discussion & Possible Action)
4. Report and Update on the search for an Acting Director of the Elections Department (Discussion and Possible Action).
5. Closed Session for Discussion and Possible Action to recommend to the full Commission the hiring of an Acting Director of Elections. Pursuant to Ralph Brown Act, section 54957 and Sunshine Ordinance section 67.8. Discussion and possible action regarding Public Employee Appointment/Hiring (Acting Director of Elections).
6. Discussion and Possible Action re: disclosure of closed session pursuant to Ralph Brown Act section 54957.1 and Sunshine Ordinance section 67.12.
7. Discussion and Possible Action to recommend to the full Commission the hiring of an Acting Director.
8. Discussion and Possible Action to recommend accepting assistance from the Secretary of State and establishing a contract to provide for expert election advice. Recommend to the Commission that the Chair of Personnel be authorized to do all things necessary and proper to establish such a contract for expert election consultation.
9. Public comment

ADJOURNMENT



Elections Commission >> Meeting Information >> Personnel and Policy Committee



The Elections Commission

April 29, 2002

Department of Elections Elections Commission

Approved: 7-17-02

City and County of San Francisco
ELECTIONS COMMISSION
PERSONNEL AND POLICY COMMITTEE

Minutes of the Meeting Held
Monday, April 29, 2002

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1. Call to Order and Roll Call. Commissioners Shadoian, Commissioner Schulz, Commissioner Serrano-Sewell.

2. Selection of Chair. Commissioner Shadoian was selected as Chair.

3. Report and update on the search for a Director of the Elections Department. Anna Borjas, of the Department of Human Resources, reported that her department has identified the skills and abilities of the class and is currently finalizing the ratings for the tasks. The minimum requirements are being reviewed. Ms. Borjas said that the recruitment process may take longer than the usual three months because DHR is seeking a strong list of qualified candidates.

4. Report and Update on the search for an Acting Director of the Elections Department (Discussion and possible action).

Public Speaker: (Unidentified) reminded the Chair that at a previous meeting it was suggested that the current workers in the DOE be surveyed to see if anyone was interested in the appointment as "Acting Director".

5. Public Comment: Rev. Amos Brown said that seeking an "Acting" Director was premature and that the last Director was not given due process; Virgil Herndon asked the Committee to reconsider and stop this process; James Bryant said that it was unfortunate that the Commission would remove a Director before it knew the process of replacing that person; Shelly Bell said she didn't want the Commission to replace the Director; Christopher Bowman reported on the success of a rally that was held earlier today in favor of the discharged Director. Helena Brook commented that she should not be requested to make her public comment different from previous speakers and that applause from the audience is permissible if it is not disruptive. Pearl Taylor protested the dismissal of the former Director.

6. The Committee went into closed session. Subject: Public employee appointment (Acting Director of Elections).

7. Disclosure of closed session: The Committee decided to disclose that Elections Department staff were asked for a recommendation for Acting Director. Two suggested Mr. John Arntz. Mr. Arntz has expressed interest.
MOVED to recommend the appointment of Mr. Arntz as Acting Director, PASSED unanimously.

8. The Chair of the Personnel Committee to be authorized to do all things necessary and proper to establish a contract to accept assistance from the Secretary of State for expert election advice. This item PASSED unanimously.

Public Comment: Chris Bowman asked how soon will the Acting Director be able to start and for how long will that appointment be.

ADJOURNMENT

7.82

COMMISSION
PERSONNEL POLICY
COMMITTEE

1/02

City and County of San Francisco



RICHARD SHADOIAN
DAVID SERRANO-SEWELL
THOMAS SCHULZ

SPECIAL MEETING AGENDA

June 4, 2002
4:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place

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Order of Business:

1. Call to Order and Roll Call
2. Report from the Department of Human Resources (DHR) on the recruitment and selection process for the Director of Elections.
3. Discussion and possible action to adopt a recruitment and selection process for the Director of Elections.
4. Discussion and possible action to adopt a regular meeting time for the Personnel Policy Committee
5. Report from the Acting Director of Elections on status of Elections Department staffing.
6. Report from DHR representative on the position of Acting Director of the Department of Elections.
7. Discussion and possible action regarding the salary of Acting Director, Department of Elections.
8. Discussion and possible action regarding the setting of a policy for selection of election officers (poll workers).
9. NEW BUSINESS: Items for future agendas.
10. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Personnel Policy Committee.

ADJOURNMENT



City and County of San Francisco

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JUN 14 2002

PERSONNEL POLICY COMMITTEE
AGENDA

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June 18, 2002

4:00 P.M.

City Hall, Room 406

1 Dr. Carlton B. Goodlett Place

Order of Business:

1. Call to order and Roll call.
2. Public Comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Personnel Policy Committee
3. Report from Department of Human Resources on the hiring of a new Elections Director. Goal to receive information on Job Announcement (including Salary/compensation), recruiting, testing and screening procedures and timeline for complete of a list.
4. Report from the Acting Director of Elections and HRD on personnel policies currently in place in the Department.
5. Discussion and possible action to establish overtime and comp time policies for the Department.
6. Discussion and possible action to call hearings into personnel policies of the Department.
7. Discussion and possible action to call on the Controller to audit the payroll practices of the Department.

CLOSED SESSION

8. Closed Session pursuant to Ralph Brown Act, section 54956.9 and Sunshine Ordinance section 67.10(d). Personnel evaluation with Acting Director John Arntz and Commission Secretary Shirley Rodrigues.
9. Discussion and possible action to establish an evaluation procedure for the Acting Director and Commission Secretary.

10. Discussion on the Civil Service Commission hearing of June 17 regarding the re-instatement of Tammy Haygood.

FOLLOWING THE CLOSED SESSION, THE ELECTIONS COMMISSION WILL RECONVENE IN PUBLIC SESSION.

11. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Personnel Policy Committee

ADJOURNMENT

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City and County of San Francisco

**CANCELLED
PERSONNEL POLICY COMMITTEE
AGENDA**

June 18, 2002
4:00 P.M.
City Hall, Room 406
1 Dr. Carlton B. Goodlett Place

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JUN 17 2002

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Order of Business:

1. Call to order and Roll call.
2. Public Comment on matters appearing or not appearing on the agenda that is within the jurisdiction of the Personnel Policy Committee
3. Report from Department of Human Resources on the hiring of a new Elections Director. Goal to receive information on Job Announcement (including Salary/compensation), recruiting, testing and screening procedures and timeline for complete of a list.
4. Report from the Acting Director of Elections and HRD on personnel policies currently in place in the Department.
5. Discussion and possible action to establish overtime and comp time policies for the Department.
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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.



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Elections Commission >> Meeting Information >> Personnel and Policy Committee

The Elections Commission

August 12, 2002

Department of Elections Elections Commission

PERSONNEL POLICY COMMITTEE AGENDA

August 12, 2002
3:00 P.M.
City Hall, Room 34
1 Dr. Carlton B. Goodlett Place

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Order of Business:

FEB - 7 2006

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1. Call to Order and Roll Call
2. Public Comment on matters appearing on the agenda. The Committee will hear public comment on each item on the agenda before consideration of that item.
3. Establishment of a process for selection of a Provisional Director of the Department of Elections.
4. Public comments on matters not appearing on the agenda that are within the jurisdiction of the Personnel Policy Committee

ADJOURNMENT

City and County of San Francisco



AGENDA

August 12, 2002
3:00 P.M.
City Hall, Room 34
1 Dr. Carlton B. Goodlett Place

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Order of Business:

OCT - 2 2007

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1. Call to Order and Roll Call
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ADJOURNMENT



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Elections Commission >> Meeting Information >> Personnel and Policy Committee

The Elections Commission

August 12, 2002, Personnel and Policy Committee - Notes

San Francisco Elections Commission

San Francisco Department of Elections

NOTES OF THE
PERSONNEL POLICY COMMITTEE
August 12, 2002

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Because there was no quorum, the August 12, 2002 Personnel and Policy Committee meeting was not an official meeting and no action was taken. Although there was no quorum, representatives from the Department of Human Resources came prepared to make and did make a presentation on the selection of a provisional Director of Elections. This document is a summary of that presentation.

- 1. CALL TO ORDER and ROLL CALL:** The Personnel Policy Committee, Elections Commission of the City and County of San Francisco, met on Wednesday, August 12, 2002, at 3:25 p.m., in City Hall, Room 34, Chair Schulz presiding.

Commissioners Present:

Thomas Schulz, Committee Chair
Michael Mendelson, President and Committee Member *ex officio* (non-voting)

Commissioners Absent:

Richard Charles Shadoian

QUORUM NOT ACHIEVED. Informational exchanges, discussion and public comment allowed. No formal recommendatory actions taken.

Other City officials and employees present:

Claire Sylvia, Deputy City Attorney
Peter Fries, Secretary Emeritus to the Building Inspection Commission
Linda Crawford, Personnel Manager, Department of Elections
Dorothy Yee, EEO Manager, Department of Human Resources
Ana G. Borja-Valdés, Principal Personnel Analyst, Department of Human Resources

2. PUBLIC COMMENT: None.
3. ESTABLISHMENT OF A PROCESS FOR SELECTION OF A PROVISIONAL DIRECTOR OF THE DEPARTMENT OF ELECTIONS.

Chair Schulz noted the presence of representatives of the San Francisco Department of Human Resources. And he thanked them for appearing to provide professional assistance to the Elections Commission and its Personnel Policy Committee.

Mr. Schulz stated that the purpose of this meeting was to engage in an informational exchange with representatives of the Department of Human Resources on concrete formal steps currently necessary to convert the "acting" to "provisional" employment designation for the Director of Elections for purposes of appropriately compensating *any* individual occupying that Civil Service position requisition — until such time as a permanent Director of Elections is appointed by the Elections Commission.

The working document for this discussion was ***Memorandum DHR No. 34-01 (12-14-2001): POLICIES AND PROCEDURES FOR MAKING PROVISIONAL AND NON-CIVIL SERVICE APPOINTMENTS*** [incorporated herein by reference].

In the questioning and discussions that ensued, the following relevant information was disclosed:

- To Mr. Schulz' enquiry as to the differences between ***Memorandum DHR No. 34-01*** and a similar 1997 document [***Memorandum DHR No. 23-97 (4-4-1997)***] provided very recently to the Elections Commission by DHR staff, Ms. Yee explained that ***Memorandum DHR No. 34-01*** now excludes AA requirements included in the 1997 version of this policy memorandum.
- Since the eligibles list for Class 1128 Director of Elections expired on June 25, 2002, DHR staff present confirmed that the process to recruit for a permanent Director of Elections is well under way. In tandem, DHR staff advised that, — until the Elections Commission as appointing officer or its designee requests an Oral Authorization to make a provisional appointment to the position requisition for Director of Elections, — all applicants for the permanent position would need to be considered to fill the provisional position.
- Parenthetically, DHR staff informed the Committee that Ms. Kate Favetti, Executive Officer of the Civil Service Commission, telephoned this morning to Ms. Nancy Woo, Departmental Personnel Officer of the Administrative Services Department, to inform her that a current Superior Court Order required Ms. Woo to immediately reinstate Ms. Tammy Haygood to the position of Director of Elections. President Michael Mendelson, *ex officio* member of the Committee, stated that attorneys for both the Elections and Civil Service Commissions are still working on this matter, which will be addressed by the San Francisco Superior Court on August 30, 2002.
- To an enquiry from Mr. Schulz as to whether work on filling the position requisition for a Provisional Director of Elections could move forward at DHR in light of Ms. Favetti's telephonic instructions, DHR staff stated that the process could move forward as long as there exists a vacant (unoccupied) position requisition to fill. Specifically, Ms. Borja-Valdés stated that there currently exist the following relevant position requisitions:

Class 1128 Director of Elections [currently supplanted by Class 0941];
Class 0941 Manager VI [Acting Director of Elections]; and
Class [unnumbered] Director of Elections [being created; will abolish
 Class 1128].

Ms. Borja-Valdés informed the Committee that it is the position requisition for Class 0941 Manager VI that the Elections Commission would currently be seeking to fill provisionally.

- DHR staff noted that the role of staff of the Department of Human Resources in the employment of provisional and non-civil service appointments is solely to advise departmental appointing officers, personnel officers and/or their designees on established City policies and procedures for such appointments. DHR staff noted further that, while they have prepared detailed procedural checklists that they would be happy to share with the Elections Commission, the Commission would need to provide the name of an individual who will be "authorized" to call for an "Oral Authorization" and who will ultimately be "authorized" to make an offer of employment to a successful candidate.
- As to "Oral Authorization," DHR staff brought the attention of the Personnel Policy Committee to those sections in **Memorandum DHR No. 34-01** (i.e., pp. 4-5) that specifically address the role played by staff of DHR's EEO and MSS staff — once an "OA" is submitted by an appointing officer, personnel officer and/or designee.
- Ms. Linda Crawford, Personnel Manager for the Department of Elections, clarified that, to this point in time, the City's Administrative Services Department — through the good offices of Ms. Nancy Woo, its Departmental Personnel Officer, — has handled all personnel matters for the Department of Elections. Ms. Crawford clarified further that her current job includes managing all personnel matters for Mr. John Arntz, Acting Director of Elections, up to, but not including, his own position. And she stated that, on advice of Deputy City Attorney Julia Moll, Mr. Arntz may currently "employ but not dismiss" staff of the Department of Elections.
- Mr. Schulz stated that the San Francisco Elections Commission — in tandem with its clear Charter mandate, that includes the employment of a Director of Elections and a Commission Secretary, — is desirous of establishing functional independence within City government from the administrative operations of other City departments, including and *particularly their personnel operations*.

Relative to this specific matter, Mr. Schulz enquired of staff of both DHR and the City Attorney whether the Elections Commission could solicit and secure the temporary services of an independent City government personnel officer of the Commission's choosing for purposes of managing its current provisional and permanent Director of Elections search. Ms. Claire Sylvia, Dorothy Yee and Ana Borja-Valdés replied that they would make enquiries and get back to the Commission on this matter.

- Deputy City Attorney Sylvia advised that, — should the Elections Commission choose to engage a "panel of experts" to interview and recommend a candidate or candidates to fill the position requisition for either provisional or permanent Director of Elections, — the referred interviews would be considered confidential administrative personnel proceedings not open to the public. Subsequent to the eligibility and appointment process, all allowable documentation would be disclosable to the public under relevant provisions of the **San Francisco Sunshine Ordinance**.

Ms. Sylvia advised further that, — should the Elections Commission and/or Personnel Policy Committee choose to serve as the interviewing/recommending

"panel of experts," — the referred interviews would similarly be considered confidential personnel proceedings not open to the public under relevant provisions of the *San Francisco Sunshine Ordinance*. And, again, subsequent to the eligibility and hiring process, all allowable documentation would be disclosable to the public under relevant provisions of the *Sunshine Ordinance*.

In this latter instance, Ms. Sylvia counselled, such a meeting of Elections Commissioners — serving as their own personnel "panel of experts" — would constitute a formal meeting of this public body and would have to be formally and timely noticed as an official meeting of the Commission convening in Closed Session in conformance with relevant provisions of the *Sunshine Ordinance*.

- Ms. Borja-Valdés informed the Committee that she will be away on vacation and that any DHR consultatory needs the Elections Commission may have in her absence would be handled by Ms. Marsha Stroope, Deputy Director of DHR's Merit System Services Division.
- Mr. Schulz announced that the valuable information gathered at this meeting would be shared with his fellow Elections Commissioners. And he again thanked MSS. Sylvia, Yee and Borja-Valdés for their assistance.

4. PUBLIC COMMENT: Mr. Dennis MacKenzie applauded the Personnel Policy Committee for spending this meeting time to sort through the administrative intricacies of civil service necessary to adequately and appropriately staff the Department of Elections. And he congratulated the Elections Commission for taking all steps necessary to insure free, fair and transparent elections in the City and County of San Francisco.

ADJOURNMENT: There being no further business, Mr. Schulz adjourned the meeting at 4:25 p.m.

ATTACHMENTS:

I hereby certify that the foregoing is a true and correct *draft* of the August 12, 2002 meeting minutes of the Personnel Policy Committee, Elections Commission of the City and County of San Francisco.

**Peter Fries
Acting Commission Secretary**

August 16, 2002

SAN FRANCISCO ELECTIONS COMMISSION
The Honorable Michael Mendelson, President
The Honorable Alix Rosenthal, Vice President
The Honorable Robert Kenealey
The Honorable Thomas Schulz

The Honorable Richard Shadoian
The Honorable Brenda Stowers
[Vacancy]
Shirley Rodrigues, Commission Secretary

COMMITTEES

Personnel Policy Committee
Commissioner Thomas Schulz, Chair
Commissioner Richard Shadoian
[Vacancy]

Commissioner Michael Mendelson, President [*ex officio* (non-voting)]

Budget and Policy Committee
Commissioner Brenda Stowers, Chair
Commissioner Robert Kenealey
Commissioner Alix Rosenthal
Commissioner Michael Mendelson, President [*ex officio* (non-voting)]

SAN FRANCISCO ELECTIONS COMMISSION

City Hall – Room 48
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

Telephone: 415-554-4305 — FAX: 415-554-7457 — E-Mail:
shirley_rodrigues@sfgov.org

SAN FRANCISCO DEPARTMENT OF ELECTIONS

John Arntz, Acting Director of Elections

Telephone: 415-554-4375 — FAX: 415-554-7457 — E-Mail: john_arntz@sfgov.org



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AUG 10 2002

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AGENDA

August 20, 2002
4:00 P.M.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place

Order of Business:

1. Call to Order and Roll Call
2. Public Comment on matters appearing on the agenda. The Committee will hear public comment on each item on the agenda before consideration of that item.
3. Discussion and possible action to propose that the Commission hire a Provisional Director of the Department of Elections.
4. Public comments on matters not appearing on the agenda that are within the jurisdiction of the Personnel Policy Committee

ADJOURNMENT

